

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

January 28, 2016

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-41

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Acknowledge Offer and Decline Health Insurance Coverage for 2016 Plan Year

The Office of Group Benefits (OGB) has released the revised Enrollment/Change Form (GB-01) for agency use. LaGov HCM Paid agencies should begin using the GB-01 for employees who are eligible for health insurance coverage but choose not to enroll. The employee must complete Section 5 – Acknowledge Offer and Decline Health Insurance Coverage, sign, and date the GB-01. The OSUP Forms detailed in OSUP Memorandum [#2016-15](#) have been removed from the OSUP Forms webpage and are no longer available.

As a reminder, due to the Affordable Care Act (ACA), agencies must be able to prove health insurance coverage was offered to all eligible employees. For those employees who are eligible for health insurance coverage but chose not to enroll, a signed GB-01 indicating their acknowledgement and declination is needed in order to have proof of the offer of coverage.

Questions should be directed to a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

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